



CITY OF NEWPORT NEWS FIRE DEPARTMENT



COMMUNITY RISK REDUCTION DIVISION FIRE INSPECTION BUREAU

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MOBILE FOOD PREPARATION VEHICLE CHECKLIST

“OUR COMMUNITY CONFIDENT IN SAFETY.”

OVERVIEW

THIS PUBLICATION OUTLINES THE SAFETY GUIDELINES AND PERMIT APPLICATION REQUIREMENTS AS WELL AS INSPECTION SCHEDULING INFORMATION RELATED TO MOBILE FOOD PREPARATION VEHICLES CONDUCTING BUSINESS WITHIN THE CITY OF NEWPORT NEWS.

MOBILE FOOD PREPARATION VEHICLES ARE DEFINED AS VEHICLES AND ENCLOSED TRAILERS ABLE TO BE OCCUPIED BY PERSONS DURING COOKING OPERATIONS THAT COOKING EQUIPMENT THAT UTILIZES OPEN FLAMES OR PRODUCES SMOKE OR GREASE LATENT VAPORS FOR THE PURPOSE OF PREPARING AND SERVING FOOD TO THE PUBLIC.

PERMIT REQUIREMENTS

A PERMIT OBTAINED FROM THE CODES AND COMPLIANCE OFFICE SHALL BE REQUIRED TO OPERATE MOBILE FOOD PREPARATION VEHICLES IN THE CITY OF NEWPORT NEWS. A PERMIT APPLICATION CAN BE OBTAINED FROM THE CODES AND COMPLIANCE OFFICE LOCATED AT 2400 WASHINGTON AVENUE. OR BY VISITING THEIR WEBSITE AT [HTTPS://WWW.NNVA.GOV/DOCUMENTCENTER/VIEW/21233/FOOD-TRUCK-VENDOR-PERMIT-APPLICATION](https://www.nnva.gov/DocumentCenter/View/21233/FOOD-TRUCK-VENDOR-PERMIT-APPLICATION)

INSPECTION REQUIREMENTS

THE FIRE OFFICIAL IS AUTHORIZED TO CONDUCT SUCH INSPECTIONS AS DEEMED NECESSARY TO DETERMINE THE EXTENT OF COMPLIANCE WITH THE PROVISIONS OF THE CODE. VENDORS SHALL COMPLY WITH ANY APPLICABLE CITY OF NEWPORT NEWS PERMITS AND FEES.

QUESTIONS REGARDING THE CONTENT OF THIS PUBLICATION SHOULD BE DIRECTED TO THE NEWPORT NEWS FIRE INSPECTION BUREAU AT 757-247-8873 DURING REGULAR OFFICE HOURS, MONDAY THROUGH FRIDAY, 8:00 A.M. TO 5:00 P.M.

VEHICLE REQUIREMENTS	YES	NO	N/A
LICENSE PLATE W/ CURRENT DECALS			
CURRENT VEHICLE REGISTRATION			
CURRENT GENERAL LIABILITY INSURANCE			
CURRENT STATE INSPECTION W/ AFFIXED DECAL *TRAILERS UNITS EXCLUDED*			
CURRENT CITY OF NEWPORT NEWS BUSINESS LICENSE & DECAL AFFIXED			
VEHICLE LICENSE PLATES ATTACHED PER VIRGINIA STATE LAWS			
TRUCK AND/OR TRAILER IS REQUIRED TO HAVE A LEGIBLE V.I.N.			
CURRENT HEALTH DEPARTMENT INSPECTION *WITHIN 12 MONTHS OR LESS*			

ELECTRICAL			
ALL ELECTRICAL PANEL BOXES PROPERLY SECURED TO THE VEHICLE			
ALL ELECTRICAL PANEL BOXES AND OUTLETS HAVE COVERS PLATES INSTALLED			

NO OPEN WIRING OR SPLICES			
EXTENSION CORDS NOT USED AS PERMANENT WIRING			
ALL ELECTRICAL APPLIANCES INSTALLED IN A SAFE MANNER			
CIRCUIT BREAKERS/FUSES ARE LABELED TO IDENTIFY THE AREA PROTECTED			
IF MULTIPLE ITEMS NEED TO BE PLUGGED IN, IS A POWER TAP UTILIZED WITH A BUILT-IN CIRCUIT BREAKER & IS THE POWER TAP PLUGGED DIRECTLY INTO A PERMANENTLY INSTALLED RECEPTACLE?			
EASY ACCESS TO ELECTRICAL PANEL BOXES			
MULTIPLUG ADAPTORS, SUCH AS CUBE ADAPTORS, INFUSED PLUG STRIP OR ANY DEVICE NOT COMPLYING WITH NFPA 70 SHALL BE PROHIBITED			

MANUAL/ PORTABLE FIRE EXTINGUISHERS			
SHALL BE PROPERLY INSTALLED WITH MOUNTING BRACKETS			
SHALL BE VISIBLE, UNOBSTRUCTED, & ACCESSIBLE			
SHALL BE INSPECTED & TESTED W/ INSPECTION TAG AFFIXED			
ABC FIRE EXTINGUISHER MINIMUM SIZE 2:A-10:BC REQUIRED			
CLASS K FIRE EXTINGUISHER REQUIRED			
SHALL BE IN USABLE CONDITION FREE OF CORROSION AND/OR DRY ROT			

LPG/CNG GAS SYSTEMS			
LP TANKS, CYLINDERS, AND/OR BOTTLES MUST BE SECURED TO PREVENT TIPPING OR MOVEMENT			
LP SYSTEM PIPING, VALVES, & CONNECTIONS ARE PROTECTED TO PREVENT TAMPERING, IMPACT DAMAGE, & VIBRATION FROM TRAVEL			
ALL LINES & CONNECTIONS IN GOOD CONDITION WITH NO DAMAGE, CORROSION, OR LEAKS			
ANNUAL INSPECTION & TAG OF LPG SYSTEMS REQUIRED. TAG MUST BE AFFIXED TO TANK/BOTTLE OR INSIDE THE UNIT			
IF USING A CNG SYSTEM, INSPECTION REQUIRED EVERY THREE YEARS. TAG MUST BE AFFIXED TO TANK/BOTTLE OR INSIDE THE UNIT			
COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S)			
GAS SYSTEMS SHALL BE INSPECTED FOR LEAKS BEFORE EACH USE AND FOLLOWING FUEL TANK REPLACEMENT.			

COOKING OPERATIONS			
HOOD SUPPRESSION SYSTEM MAINTAINED & OPERABLE			
HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE & DUST			
HOOD SUPPRESSION SYSTEMS SHALL BE INSPECTED EVERY 6 MONTHS			
INSPECTION/MAINTENANCE RECORDS KEPT IN VEHICLE/EASILY ACCESSIBLE			
PROPER TYPE OF HOOD SUPPRESSION NOZZLES INSTALLED AND ALIGNED WITH COOKING APPLIANCES			
CURRENT SUPPRESSION SYSTEM INSPECTION W/ TAG AFFIXED ON PULL STATION			
PULL STATION EASILY ACCESSIBLE			
FUSIBLE LINKS INSTALLED IN LINK LINES			

SHUNT INSTALLED TO AUTOMATICALLY SHUT DOWN LPG/CNG & ELECTRICITY UPON ACTIVATION OF SUPPRESSION SYSTEM. SHUNT SHALL HAVE MANUAL RESET BUTTON			
PROPER VENT/HOOD SYSTEM TYPE INSTALLED			
GREASE FILTERS IN PLACE			
HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE & DUST			
SYSTEM PROFESSIONALLY CLEANED AT PROPER INTERVALS W/ TAG AFFIXED TO SYSTEM			
CLASS K EXTINGUISHER(S) SHALL BE WITHIN 30 FT. OF THE COOKING MEDIUM			

OPERATING EQUIPMENT			
GENERATOR MAINTAINED IN OPERABLE & SAFE MANNER			
GASOLINE/FLAMMABLE LIQUIDS STORED SAFELY & AWAY FROM COOKING AREA & OTHER IGNITION SOURCES			
GASOLINE/FLAMMABLE LIQUIDS STORED IN PROPER CONTAINERS & LABELED			
FLAMMABLE LIQUID CONTAINERS SECURED TO PREVENT FALLING, TIPPING, OR DAMAGE FROM TRAVEL.			
COVERS & CAPS SHALL BE TIGHTLY IN PLACE			

ALARM EQUIPMENT			
DETECTOR/SIGNALING DEVICES SHALL BE ON AND OPERABLE			
DETECTORS & SIGNALING DEVICES SHALL BE FREE OF DEBRIS/DEFECTS			
IF PROPANE SYSTEM, A LPG ALARM SHALL BE INSTALLED			
IF CNG SYSTEM, A METHANE ALARM SHALL BE INSTALLED			

STORAGE			
ITEMS STORED NEAT & ORDERLY			
ITEMS STORED TO PREVENT FALLING/SHIFTING DURING TRANSPORT			
ITEMS KEPT CLEAR OF EXIT/CLEAR PATH TO EXIT MAINTAINED			
ITEMS STORED AWAY FROM HEAT SOURCES			
COVERS & CAPS SHALL BE TIGHTLY IN PLACE			
COMPRESSED CYLINDERS SHALL BE PROPERLY STORED AND SECURED			
COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S)			

NOTE: THE CHECKLIST IS NOT ALL-INCLUSIVE, AND SERVES TO PROVIDE GENERAL GUIDANCE FOR ASSISTANCE IN MAINTAINING YOUR BUSINESS WITHIN CITY AND STATE FIRE PREVENTION CODE STANDARDS. PLEASE REFER TO THE 2015 STATE FIRE PREVENTION CODE FOR ANY FURTHER GUIDANCE. All Mobile Food Preparation Vehicles and/or operators may be subject to locality specific fees, inspections, and/or permits. Recent inspection reports (12 months or less from date) shall be maintained and available upon request. PLEASE FEEL FREE TO CONTACT THE NEWPORT NEWS FIRE INSPECTION BUREAU FOR ASSISTANCE (757) 247-8873.



DIRECT LINK TO ELECTRONIC CHECKLIST

